

ADMINISTRATIVE - INTERNAL USE ONLY

Approved For Release 2004/01/28 : CIA-RDP82T00285R000200240007-48/74  
10 May 1974

CENTRAL INTELLIGENCE AGENCY  
Directorate of Intelligence  
Imagery Analysis Service

MEMORANDUM: Chief, DDI Management Staff

SUBJECT : Upward Mobility

1. In response to the DDI's request, set forth below are the actions taken within IAS in the past three years relative to upward mobility and achieving more challenging roles for clericals in the Imagery Analysis Service:

Given professional aptitude testing to all non-professionals (excepting clerk-typists and secretaries) as one means of establishing capability and direction for upward mobility.

Based on testing and observed superior performance, provided slotting and training for two non-professionals in imagery analysis. Also reassigned one senior clerk to a professional (IO Gen) requirements position and another clerk to a professional logistics position.

Established four professional graphical analysis positions providing opportunities for increased challenge and remuneration to four illustrators.

Provided ADP training and assigned responsibility for information input and file query to three of the six remaining incumbent IAS non-professionals (excluding typists and secretaries). This has provided increased challenge, stimulation, and variety to their assigned duties. A fourth clerk was reassigned as a statistical assistant on the basis of professional tests and personal desire. The additional experience will hopefully qualify him for a better assignment. The fifth clerk has had her job restructured and has received formal training enabling her to become more effective. She enjoys her new duties and thus makes an increased contribution to the Service.

We have worked with, and provided training for, our clerk-typists, who have been for the most part of marginal capacity, when entering on duty. These girls have been able to progress to higher paying secretarial positions both in NPIC and IAS.

One of our recent typist EOD's has a college degree and tests well in professional capability. She has been given two weeks familiarization in PI, will be attending a formal imagery analysis course, and

IAS - 48/74

SUBJECT: Upward Mobility

upon successful completion will be assigned to a professional PI position.

2. In sum--during the three year period we upgraded six of twenty-seven non-professional positions to professional and abolished six others. We placed eight in-house non-professionals in professional positions and will soon place one additional. We provided increased scope and responsibility to five of the remaining six non-professionals.



STAT

Deputy Director  
Imagery Analysis Service

Attachment:  
Upward Mobility Chart

Distribution:  
Original - Addressee  
1 - Odir/IAS

STAT

Approved For Release 2004/01/28 : CIA-RDP82T00285R000200240007-1

Next 2 Page(s) In Document Exempt

Approved For Release 2004/01/28 : CIA-RDP82T00285R000200240007-1